

6 May 1985

Memorandum for the Record

Subject: Office of Medical Services FY1985 First Quarterly Review

1. The Office of Medical Services (OMS) held their FY1985 First Quarter Review on 6 March at 0900 hours. The Deputy Office Director opened the session by greeting the DDA and all attendees. [ ] then spoke briefly on the following OMS first quarter projects:

25X1

- a. Establishment of a computer generated PATB report
- b. The mammography program.
- c. OMS sponsored Health Education Briefings.

[ ] also welcomed the arrival of the former DDA Safety Staff to OMS and introduced [ ] Chief of the OMS Safety Division, to speak on safety enhancement.

25X1

25X1

2. [ ] began by informing the audience that the OMS Safety Division will continue to maintain safety and health programs for CIA that meet all Federal standards. He said that his Division will be concentrating on surveys, training, a radiation program, industrial hygiene, and environmental health. At the same time, attention will be given to daily problems such as the review of plans for new construction and renovations, employee complaints and suggestions, and correcting conditions that cause injuries. [ ] said a major objective will be to cross train Industrial Hygienists in fire protection and life safety codes, and train Fire Protection Engineers and Safety Specialists in industrial hygiene. These cross trained personnel will then become involved in a full range of safety and health projects. Additionally, [ ] indicated the following first quarter milestones:

25X1

25X1

STAT

- a. Four overseas inspections, [ ] inspections, and two comprehensive surveys were conducted.
- b. Two five-day basic safety and health courses were administered.
- c. Additional training was given to Safety employees on a variety of work related subjects.

25X1

25X1

S E C R E T

[ ] concluded by stating his short-term goals are updating the rosters of component safety officers, the employment of a fire protection engineer, updating present position descriptions and establishing criteria for basic fire protection systems.

25X1

3. Next, [ ] spoke on training programs for Agency handicapped employees and the development of an OMS DDA Career Training (CT) program. He said that OMS has already conducted three CPR training courses for CIA hearing impaired employees and will design additional first aid programs to include other handicapped personnel, i. e., the blind etc. Also, [ ] explained that the OMS DDA/CT training program was devised to familiarize students on how OMS supports the Agency's mission by providing clinical and psychiatric and psychological assessments, including medical evacuations and specialized treatments. Other OMS training programs include:

25X1

25X1

- a. Advanced Cardiac Life Support training
- b. Alcoholism training course
- c. Advanced Medical Procedures course
- d. A graduated Paramedical training program for foreign medical personnel
- e. An intensive shock and trauma training program for personnel assigned to remote areas.

[ ]

25X1

4. [ ] then briefed on Operation UPLIFT, the automation of applicant processing at OMS offices located at [ ] Building. Ms. [ ] explained in detail the steps taken to automate the Selection Support Branch (SSB) and the Selection Processing Division (SPD) to assist OMS in operating within the 120 day processing cycle for new applicants. She explained the increased efficiency using WANG equipment over the old method of tracking applicants, and further explained the glossaries written to automate the output of labels, ADDON labels, updating Status, and for printing a backup listing hardcopy. [ ] indicated that a WANG to GIMS capability will occur when the telecommunications line is made available. OMS is still awaiting port assignments from the Office of Information Technology (OIT) to complete the project. All applicant information currently stored on WANG will be sent across this line electronically to update the database. Thereafter, applicant information from GIMS will be downloaded to the SPD WANG to continue the automated scheduling of applicants. [ ] said that there is

25X1

25X1  
STAT

25X1

25X1

definitely a time savings of repetitive tasks. Office noise levels have been reduced and phone calls will diminish as automation is completed. She said Office morale has increased as the affected Offices work together to seek other ways to use the new computer resources.

5. [ ] spoke briefly on the development of the Automated Psychological Testing support of Psychiatric Evaluations. [ ] said that his goal was to develop automated support by taking advantage of the IBM PC's already purchased. His project accomplishments to date include:

25X1

25X1

- a. Reviewing the literature
- b. Identifying the best instruments
- c. Selecting the best vendor to provide reliable service, report-writing software, profiles, and hardware.
- d. Ordering of Hardware and Software.

Additionally, [ ] said he is negotiating with the vendor to provide software for automating other Clinical Activities Division (CAD) questionnaires and report writing. He concluded by explaining that he is currently discussing with the Offices of Security and Personnel the feasibility of coordinating the psychiatric review of new employees with other Office programs.

25X1

6. The SSB and SPD selection process was then discussed by [ ] [ ] He explained that the basic idea was to track the methods of evaluating applicants. Information has been received from OP to assist in reviewing hired applicants and tracking them through their three year probationary period. An examination of various automated test instruments is also underway in attempts to have data available to psychiatrists before an applicant interview. [ ] indicated a decision will be made in mid-March to determine what equipment will be selected to assist the project. He said the Personnel Index is also under review and ideas for revision will be considered during the remainder of the fiscal year.

25X1

25X1

25X1

7. The subject of establishing an effective applicant data exchange between PSD and SPD was the next topic for discussion. [ ] stated that proportional psychiatric disqualifications are going up and the need for a good pathology screening device through information exchange is needed. He said the addition of the California Psychological Inventory (CPI) to the PATB provides information on personnel stability and suitability traits. SPD wants to provide analyzed CPI data to psychiatric interviewers and PSD believes they will be able to provide CPI reports to SPD circa June 1985. Delivery of automated equipment to SSB/SPD is currently in process and

25X1

initial data exchange via AIM is expected during the next quarter. Generating CPI reports via software, developing a standardized feedback system from psychiatric interviews, and considering the validity of the studies between psychiatric findings and CPI reports are future projects planned to enhance this system.

8. The final speaker of the morning was [redacted] who briefed on the Employee Assistance Program (EAP). [redacted] stated that the programs goal is to provide an effective mental health service to the Agency population in the areas of work related problems, family issues, personal problems, learning disabilities, single living information, vocational concerns, spouse abuse, and eating disorders. The purpose of the service is to promote and assist in the well-being and performance of Agency employees. [redacted] presented visual aids showing statistics of EAP problem cases between March and December 1984. Marital cases were the largest percentage of the pie chart at 35.3%, followed by individual cases 23.4%, family cases 21.4%, work-related cases 11.8%, with financial, personal relationship, and resources request cases completing the list. [redacted] also presented several interesting case histories on the types of employees interviewed by EAP personnel. She concluded by stating the January 1985 total of 116 cases topped the previous high of 110 in October 1984 which was when the program was officially advertised.

25X1

25X1

25X1

25X1

9. [redacted] adjourned the review session at 1115 hours.

25X1

25X1

DDA/MS [redacted]:jj [redacted] 6May85

25X1

Orig - File

1 - D/OMS

1 - DDA Chrono

1 - DDA/MS Chrono